UNITED NATIONS

ST

Secretariat

ST/SGB/200/Rev.1
1 October 1992

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: JOINT ADVISORY COMMITTEE AT HEADQUARTERS*

1. The Joint Advisory Committee (JAC) at Headquarters consists of four members representing the administration and four members representing the staff. The four members representing the administration shall be the Under-Secretary-General for Administration and Management, the Assistant Secretary-General for Human Resources Management, the Director, Staff Administration and Training, and the Director, Recruitment and Placement. The members representing the staff shall be four of the members of the Staff Committee designated by the Staff Council.

2. Subject to prior notification, an alternate may be designated as necessary to attend a specific meeting in the absence of a full member. The alternate should normally be:

(a) In the case of the staff, another member of the Staff Committee in order of rank;

(b) In the case of the administration, the deputy or officer-in-charge of the department or office concerned.

Each member or alternate so designated may be accompanied by one adviser. The staff and the administration shall alternately preside at the meetings of JAC.

3. JAC shall:

(a) Establish its own rules of procedure;

---

* Personnel Manual index No. 8070.

(b) Establish such subsidiary bodies as it deems necessary to assist it when considering specific issues;

(c) Be assisted by a secretariat consisting of such Professional and General Service staff members as may be necessary for the Committee's proper functioning. The JAC secretariat will also service the subsidiary bodies of the Committee.

4. Bulletins ST/SGB/200 and Amend.1 are hereby superseded.

Boutros BOUTROS-GHALI
Secretary-General